

SALARY AND BENEFIT PACKAGE

ANNUAL SALARY: \$123,639.24 - \$187,138.08 (MAPP Range S15) This position is subject to the provisions of the Management Appraisal of Performance Plan (MAPP). Initial salary placement and subsequent salary adjustments will be made in accordance with MAPP guidelines and regulations.

BENEFITS: The County of Los Angeles provides an excellent benefit package that allows employees to choose benefits that meet their specific needs. The package includes:

- **RETIREMENT PLAN**—The successful candidate may choose either a contributory or non-contributory defined benefit plan. It should be noted that County employees DO NOT pay into Social Security, but do pay the Medicare Hospital Insurance Tax (HIT) portion of Social Security at a rate of 1.45%.
- **CAFETERIA BENEFIT PLAN**—The MegaFlex Benefits Plan is a cafeteria plan through which benefits may be purchased using a tax-free County contribution of an additional 14.5% to 17% of the employee's monthly salary. Any portion of the County contribution not used to purchase benefits is paid to the employee as taxable income. Benefits available within the MegaFlex Benefits Plan include medical, dental, disability, and life and AD&D insurance. (Not applicable to County employees who are currently in Flex).
- **SAVINGS PLAN (401K)**—Optional tax-deferred income plan that includes a County matching contribution up to 4% of employee's salary.
- **DEFERRED COMPENSATION PLAN (457)**—Optional tax-deferred income plan that includes a County matching contribution up to 4% of employee's salary.
- **FLEXIBLE SPENDING ACCOUNTS**—Employee may contribute up to \$400 per month tax-free, to Health Care and Dependent Care Spending Accounts. The County contributes \$75 per month to the Dependent Care Spending Account.
- **NON-ELECTIVE DAYS**—10 days per year with the option to buy 1 to 20 elective annual leave days. Annual leave days can be used for vacation, sick or personal leave.
- **HOLIDAYS**—11 paid days per year.

VETERANS CREDIT INFORMATION

Veterans Preference Credit of 10 points will be added to the final passing grade if you are an honorably discharged veteran who served in the Armed Forces of the United States:

- During a declared war; or
- During the period April 28, 1952 through July 1, 1955; or
- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; or
- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. If you are unable to provide any documentation at the time of filing, the 10 points will be withheld until such time it is provided.

COUNTY OF LOS ANGELES CHILD SUPPORT COMPLIANCE PROGRAM

In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

SOCIAL SECURITY ACT OF 2004

Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-195) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

EMPLOYMENT ELIGIBILITY

Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, **within three (3) business days** of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

REQUIREMENT INFORMATION

Successful applicants will be required to complete a thorough background investigation, including a fingerprint search prior to appointment. Examples of disqualifying factors are:

- Any felony conviction or conviction of a misdemeanor involving moral turpitude.
- Job-related misdemeanor convictions.

RECORD OF CONVICTIONS

A full disclosure of all convictions is required. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

DISABILITIES ACCOMMODATION

All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation may call:

(213) 738-2057 (ADA Coordinator - Voice)

(800) 899-4099 (TTY)

(800) 897-0077 (TTY)

(800)735-2922 (CRS)

THE COUNTY OF LOS ANGELES IS AN ACTIVE EQUAL OPPORTUNITY EMPLOYER

BULLETIN NUMBER: 3314BR 3/12/12

**COUNTY OF LOS ANGELES
DEPARTMENT OF HUMAN RESOURCES**



**ANNOUNCES AN OPENING FOR
HUMAN RESOURCES ADMINISTRATOR, HEALTH SERVICES**

Examination Number: R1927C

**ANNUAL SALARY: \$123,639.24 - \$187,138.08
(MAPP Range S15)**

FILING PERIOD:

**March 13, 2012 – Until the staffing needs of the County are met and is subject
to close without prior notice.**

Posted: March 12, 2012



The Board of Supervisors

Gloria Molina.....First District
Mark Ridley-Thomas.....Second District
ZevYaroslavsky.....Third District
Don Knabe.....Fourth District
Michael D. Antonovich.....Fifth District

THE DEPARTMENT OF HEALTH SERVICES

The Department of Health Services (DHS) is the second largest health system in the nation. DHS serves the health care needs of millions of residents and encompasses hospital and outpatient care, programs and clinics, Emergency Medical Services (EMS), and rehabilitation services. DHS operates four hospitals: LAC+USC Healthcare Network, Harbor-UCLA Medical Center, Olive View-UCLA Medical Center, and Rancho Los Amigos National Rehabilitation Center. The department also operates two multi-disciplinary ambulatory care centers (High Desert System in the Antelope Valley and Martin Luther King, Jr. Multi-Service Ambulatory Care Center), six comprehensive health centers, and numerous health clinics. DHS leads the County's effort to provide personal health services to county residents of which approximately 2 million are uninsured. The department's services are critical for the medically indigent, working poor, and those who are without access to other health care. In addition, they are critical to the maintenance of the County's trauma care network. Through university affiliations, the County hospitals also conduct postgraduate medical education for interns, residents, and fellows to train the physician workforce of tomorrow. The current department budget is approximately \$3.4 billion and includes funding for approximately 21,000 positions.

POSITION INFORMATION

The Human Resources Administrator, Health Services reports to a Deputy Director, Administration and is responsible for managing and administering all human resources functions for the Department of Health Services including training; policy development and implementation; recruitment; classification; leave management; diversity management; operations; payroll; performance management; and employee relations. In addition to overseeing these specialty areas, this position advises executive management regarding department-wide human resources issues which have a significant impact upon departmental operations. Major job duties of the Human Resources Administrator, Health Services include but are not limited to the following:

- Plans, organizes, directs, and coordinates the overall administration of the Department of Health Services human resources program;
- Oversees the development and implementation of long and short range human resources strategic planning initiatives to ensure that current and future human resources needs are met throughout the Department;
- Provides direction to resolve the most difficult and complex human resources issues having a significant impact on Departmental operations;
- Oversees the development and revision of Departmental human resources policies and procedures to achieve maximum operational efficiency, improve services, reduce administrative costs, and ensure compliance with local, State and federal employment regulations, labor contracts, and County and departmental guidelines;
- Oversees the preparation of the human resources' program budget and determines which programs are to be given highest priority for final consideration by executive staff;
- Manages labor relations activities, including oversight of the collective bargaining process and consultation with labor unions and the Chief Executive Office to ensure that management interests are adequately represented;
- Oversees the Department's recruitment program and authorizes special recruitments for hard-to-fill positions and occupations;
- Oversees the classification program to ensure that positions are properly classified and appropriately compensated to recognize the assigned duties and responsibilities;
- Oversees the administration of Department-wide risk management programs, including return-to-work, health and safety compliance, long-term disability, and workers compensation to ensure a safe workplace and to minimize risk to both the employees and to the department;
- Oversees the administration of decentralized examinations for selected classes, including the acceptance and rejection of applications, the administration of written and performance tests, and the conducting of interviews;
- Oversees the department-wide employee training programs including orientation, skills training, supervisory training, and executive development programs to ensure the continued maintenance of a skilled and knowledgeable workforce;
- Reviews recommendations prepared by staff regarding human resources-related legislation and directs the preparation of related correspondence and policy revision as needed; and
- Oversees special studies, investigations, and the preparation of reports as needed regarding departmental human resources operational activities and program outcomes.

SELECTION REQUIREMENTS

OPTION I: Graduation from an accredited* college or university with a Bachelor's degree or higher in Business Administration, Public Administration, Healthcare Administration, Human Resource Management or a related field **-and-** Five years of experience managing a staff of human resources professionals performing technical human resources work in areas such as recruitment and selection; classification; discipline; employee relations; or human resources operations; of which three years must have included the development and administration of a large comprehensive integrated personnel program** comprised of significantly diverse human resources specialty areas in a health care environment.

OPTION II: Two years of experience as an Assistant Human Resources Administrator, Health Services in the services of the County of Los Angeles.

OPTION III: Four years of experience directing the planning, development, implementation and administration of a comprehensive integrated human resources program** for a medium-sized*** County of Los Angeles department ensuring departmental compliance with local, County, State and Federal personnel and employment-related laws and regulations****.

* Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by the National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

** A comprehensive integrated personnel program consists of the full scope of human resources functions which typically include classification, compensation, recruitment and placement, employee benefits, human resources development, performance management, employee relations, labor relations, policy development, payroll/leave management, risk management-return to work, discipline, participation in strategic processes, and staff management, etc.

*** A medium-sized County department typically consists of more than 1,000 employees with an average budget of 150 million plus.

**** For this examination, experience directing the planning, development, implementation and administration of a comprehensive integrated human

resources program for a medium-size County department; ensuring departmental compliance with local, County, State and Federal personnel and employment-related laws and regulations can be gained at the level of Los Angeles County class of a Departmental Human Resources Manager II.

NOTE: In order to receive credit for any college course work, or any type of college degree, such as a Bachelor, Master, or Doctorate degree, or for completion of a certificate program, you must submit a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization; or official certificates with your application either at the time of filing or during the specified time in the examination process. **APPLICANTS MUST EITHER UPLOAD REQUIRED DOCUMENTS AS ATTACHMENTS DURING APPLICATION SUBMISSION OR FAX A PHOTOCOPY OF THE REQUIRED DOCUMENTS TO (213) 380-3681 WITHIN FIVE (5) BUSINESS DAYS OF FILING ONLINE. PLEASE SEND IT ATTENTION TO, NAILA JAHAN, AND INCLUDE THE EXAM NUMBER AND EXAM TITLE.**

Applicants claiming Veteran's credit need to submit a copy of a DD214 form for review and consideration of additional points.

LICENSE: A valid California Class "C" Driver's License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

DESIRABLE QUALIFICATIONS

- Bachelor's degree or higher from an accredited* college or university in Business Administration, Public Administration, Healthcare Administration, Human Resource Management or a related field;
- Demonstrated experience managing change and/or strategic planning; and
- Demonstrated experience in interpreting Joint Commission on Accreditation of Healthcare Organizations (JCAHO) regulations and other healthcare regulations.

PHYSICAL CLASS

Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

VACANCY INFORMATION

The resulting eligible register for this examination will be used to fill a vacancy in the Department of Health Services of the County of Los Angeles.

SPECIAL INFORMATION

NOTE: This classified position is under review and may change to an unclassified status in the near future. This may occur before appointments are made.

FILING INSTRUCTIONS

All applicants are required to submit a Standard County of Los Angeles Employment Application **ONLINE (via electronic submission) ONLY**. Facsimile and hardcopy applications will not be accepted.

INSTRUCTIONS FOR FILING ONLINE: To access this bulletin online, visit our website at <http://hr.lacounty.gov> or enter the direct link below to apply online, track the status of applications, and be notified of progress by email.

https://sjobs.brassring.com/1033/asp/tg/cim_jobdetail.asp?partnerid=25082&siteid=5045&areq=3314BR

Applicants must upload required or additional documents (i.e. official transcripts copy of degree, etc.) as attachment(s) at the time of filing or during the exam process. Applicants must submit their applications by 5:00 pm, PST, on the last day of filing. This examination may close for filing at any time without prior notice.

SOCIAL SECURITY NUMBER: All applicants MUST enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES: For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

NO SHARING OF USER ID AND PASSWORD: All applicants must file their application on-line using their OWN user ID and Password. Using a family member or friend's user ID and password may erase a candidate's original application record.

APPLICATION INSTRUCTIONS: The acceptance of your application will depend on whether you have clearly shown how your professional qualifications meet the areas indicated in the **SELECTION REQUIREMENTS** and **DESIRABLE QUALIFICATIONS** at the time of filing. Please fill out the application completely and correctly to receive full credit for any related education, training, and job experience. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, dates completed, and number of credits and/or certificates earned. For each job held, give the name and address of your employer, your job title, beginning and ending dates, description of work performed, and salary earned. All information supplied by applicants is subject to verification. Applicants may be rejected at any stage of the selection process.

ELIGIBILITY INFORMATION

The names of successful candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation. No person may compete in this examination more than once every twelve (12) months.

SELECTION PROCESS

Each candidate's background will be evaluated on the basis of information submitted at the time of filing to determine the level and scope of the candidate's preparation for this position as it relates to the Desirable Qualifications. **IN YOUR APPLICATION, PLEASE INDICATE HOW YOUR PROFESSIONAL QUALIFICATIONS MEET THE AREAS INDICATED IN THE DESIRABLE QUALIFICATIONS. FAILURE TO PROVIDE COMPLETE INFORMATION INCLUDING DESCRIPTIONS OF YOUR ROLE, LEVEL OF INVOLVEMENT, INDEPENDENCE, AND INFORMATION ABOUT THE SIZE, COMPLEXITY AND LEVEL OF ACCOUNTABILITY SURROUNDING YOUR EXPERIENCE MAY IMPACT ASSESSMENT OF YOUR QUALIFICATIONS AND ACCEPTANCE INTO THE EXAMINATION PROCESS. ADDITIONAL EXPERIENCE BEYOND THE REQUIREMENTS MAY ALSO BE CONSIDERED TO DETERMINE QUALIFICATIONS AND ACCEPTANCE INTO THE EXAMINATION PROCESS.**

The candidates with the highest qualifications as determined by the screening process will be invited to the interview weighted 100%. The interview will assess education, experience, personal fitness and general knowledge and abilities to perform the duties of the position. Candidates must achieve a passing score of 70% or higher in order to be placed on the eligible register.